



Department of Public Safety and Correctional Services

Division of Correction

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DIVISION OF CORRECTION

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INSTITUTION

MARYLAND CORRECTIONAL
ADJUSTMENT CENTER

MARYLAND CORRECTIONAL
ENTERPRISES

MARYLAND CORRECTIONAL
INSTITUTION-HAGERSTOWN

MARYLAND CORRECTIONAL
INSTITUTION-JESSUP

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INSTITUTION FOR WOMEN

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DIAGNOSTIC AND
CLASSIFICATION CENTER

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CORRECTIONAL
INSTITUTION

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WESTERN
CORRECTIONAL
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Recruitment Bulletin **Promotional/Transfer Opportunity**

Recruitment For: Correctional Officer Captain (Class Code 4084)
Program Audit Review Team –
Division of Correction Headquarters

Salary: Grade 17, \$42,632 - \$68,250
(State employee's salary will be determined by the State Salary Guidelines)

Closing Date: June 16, 2010

This bulletin applies only to current Department of Public Safety and Correctional Services employees who are currently on the eligibility list for Correctional Officer Captain and/or those who are currently in the classification and interested in transferring.

Position Duties: In order to accommodate the needs of the Department of Public Safety and Correctional Services, we are recruiting interested staff from the Division of Correction, Patuxent Institution, and Division of Pretrial and Detention Services as Program Audit Review Team (PART) Director. The Program Audit Review Team is comprised of five Correctional Officer Lieutenants whose goal is to provide expertise and technical assistance to all correctional facilities within the Division of Correction. Duties include security audits, program reviews, emergency plan reviews, special investigations, special details, reviews of field reports, property management, staffing analysis, review/assessment of policies and direction. The Team works in a field location approximately two weeks each month, some overnight travel is required.

Preferred Qualifications:

The PART Director must possess many diversified skills and experiences to accomplish the goals and responsibilities of this position. Therefore, each candidate shall possess:

- a) Experience in conducting audits in state correctional facilities.
- b) Experience in managing supervisory staff, special projects.
- c) Experience in presenting reports and/or projects in a public forum.
- d) Excellent public speaking and interpersonal skills.
- e) Availability to work all shifts, travel to facilities throughout the state, and spend the night away from home to conduct audits at distant facilities.

Mail the MS-100 Application Form with letter of interest to:
Attention: Dionne Dale, Human Resources Director
6776 Reisterstown Road, Suite 311
Baltimore, MD 21215

Application forms (MS100) may be obtained from the Department of Budget and Management, 300 W. Preston Street, First Floor, the personnel office at any Department of Public Safety & Correctional Services facility, or downloaded from www.dbm.maryland.gov.

Equal Opportunity/ADA Employer